



# Maryland Department of Budget & Management

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*Office of Personnel Services and Benefits*

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## **MEMORANDUM**

January 22, 2004

**TO:** Personnel Directors

**FROM:** Andrea M. Fulton  
Executive Director

**RE:** Request for Information on Activated State Employees

In an effort to update our records, please submit a list of employees that were on Military Activation as of January 1, 2004. This will assist us in providing accurate information regarding personnel activities for this group of employees.

Please include the following information for each employee:

Employee Name  
Social Security Number  
Initial Activation Date  
Deactivation Date (if deactivated since Jan. 1, 2004)

The initial activation date is the first date of activation without a break in military service to the present time. Some employees have been activated more than once with breaks in between activations. Please include only those employees still activated on January 1, 2004. If you have an employee that has been deactivated after January 1, 2004, please include the deactivation date as well.

Please submit this information to my office by **February 6, 2004**. Thank you for your assistance in this matter.